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Tender

## **Framework for the Provision of Out Of Hours Library Services**

THE UNIVERSITY OF BIRMINGHAM

F02: Contract notice

Notice identifier: 2024/S 000-017756

Procurement identifier (OCID): ocds-h6vhtk-046e65

Published 7 June 2024, 3:26pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

THE UNIVERSITY OF BIRMINGHAM

Edgbaston

BIRMINGHAM

B152TT

#### **Contact**

Emma Leach

#### **Email**

[e.l.leach@bham.ac.uk](mailto:e.l.leach@bham.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UKG31 - Birmingham

**Companies House**

RC000645

**Internet address(es)**

Main address

<https://www.birmingham.ac.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/universityofbirmingham.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofbirmingham.aspx/Home>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Framework for the Provision of Out Of Hours Library Services

Reference number

FRAM0049/23

#### **II.1.2) Main CPV code**

- 92511000 - Library services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The University of Birmingham Library Services is seeking the provision of an out of hours library service comprising three (3) members of staff, between the hours of 21:30 and 08:30, seven (7) days per week, commencing autumn 2024 within the Main Library. This equates to 32 weeks of provision per annum to support the Universities library provision. Staff are expected to possess a range of skills and knowledge including:

- Trained and experienced in library work
- Being customer focussed with good communication and interpersonal skills
- Being First Aid and Fire Marshall trained
- Having an awareness of the various tools utilised within a library environment e.g. self-service machines
- Knowledge of searching library catalogues
- Being able to empty self-service return sorter bins, clearing tables and arrange material in numerical and alphabetical sequence
- Resetting furniture and the learning environment
- Being able to answer simple IT queries

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 79620000 - Supply services of personnel including temporary staff

### **II.2.3) Place of performance**

NUTS codes

- UKG31 - Birmingham

### **II.2.4) Description of the procurement**

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### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 55

Quality criterion - Name: Standard Supplier Questionnaire (SQ) / Weighting: 15

Price - Weighting: 30

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

8 July 2024

Local time

2:59pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

8 July 2024

Local time

3:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

University of Birmingham

Birmingham

B15 2TT

Country

United Kingdom